

**Kalamazoo Public Library
Position Vacancy Announcement**

Videography/Photography Intern

Summary: Internship position responsible for providing support for Marketing & Communications initiatives for the Kalamazoo Public Library under the direct supervision of the Marketing & Communications Manager. Duties to include shooting and editing videos and photos for KPL use.

Duties and Responsibilities

1. Shoots, edits, and produces multi-camera event videos, instructional, informational and promotional videos incorporating screen captures, original camera work, still photos and other media; edits digital images for multi-purpose use.
2. Uploads event videos for public viewing on KPL website and/or YouTube channel.

Minimum Qualifications:

- Currently enrolled in a college degree program in film, videography, marketing, or related field.
- Demonstrated working knowledge of Mac OS with Final Cut software and related Mac and PC software.
- Ability to work with various media file types (SD and HD).
- Evidence of excellent attendance, punctuality and dependability.
- Ability to work independently and on deadline.
- Excellent communication skills; ability to conduct on-camera interviews.
- Must have reliable transportation.

Desirable Qualifications

- Basic HTML skills
- Animation skills

Physical demands and work environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to travel independently within the office and patron areas of the library and in the communities served. In the work environments described below, the position requires verbal and written conversation with others, sitting, standing, walking, reaching, lifting/moving objects up to 30 pounds, and use of hands to finger, handle, or feel objects, tools or controls. The position occasionally requires standing, walking, sitting and speaking for extended periods of time. Vision abilities required by the job include close vision.
- *Work environment:* Work will be performed in an office environment, library spaces, and in the communities served. Some local travel outside the library is required. While performing the duties of this job outside of the library environment, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually low to moderate.

Salary

\$11.25 per hour

Schedule

20-25 hours weekly. Flexible schedule Monday – Friday with required availability on Fridays.

A current application, cover letter and resume are required and should be sent to the attention of Terry New, Human Resources Manager at 315. S. Rose St. Kalamazoo, MI 49007 or jobs@kpl.gov. Applications are available in the Administrative Office or on our website at www.kpl.gov.

Applications will be accepted until positions are filled.